



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF SPECIAL MEETING

SNOHOMISH CITY COUNCIL

in the
George Gilbertson Boardroom
1601 Avenue D

TUESDAY
December 13, 2016
7:00 p.m.

AGENDA

*Estimated
time*

- 7:00 1. **CALL TO ORDER**
- a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVE AGENDA** contents and order
3. **APPROVE MINUTES** of the meeting of December 5, 2016 (*Provided at Next Regular Meeting*).
- 7:05 4. **CITIZEN COMMENTS** - *Three minutes allowed for citizen comments on subjects not on the agenda. Three minutes will be allowed for citizen comments during each Public Hearing, Action or Discussion Agenda Item immediately following council questions and before council deliberation. Citizen comments are not allowed under New Business or Consent items.*
5. **ACTION ITEMS**
- 7:15 a. Mayor Special Election – **PASS** Resolution 1355 (*P.1*)
- 7:20 b. **SET** the Mayor's Compensation – **ADOPT** Ordinance 2324 (*P.5*)
- 7:35 c. **ESTABLISH** position of City Administrator – **ADOPT** Ordinance 2323 (*P.19*)
- 7:50 6. **CONSENT ITEMS**
- a. **AUTHORIZE** payment of payroll checks 15149 through 15168 in the amount of \$421,266.33 issued since the last regular meeting

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- 7:55 7. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:00 8. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
- 8:05 9. **MANAGER'S COMMENTS**
- 8:10 10. **MAYOR'S COMMENTS**
- 8:20 11. **ADJOURN**

NEXT MEETING: Tuesday, January 3, 2017, regular meeting at 7 p.m., in the Carnegie Building, 105 Cedar Avenue, Snohomish, WA 98290.

At this time, City Council Chambers at the Carnegie Building are not ADA accessible. If you need specialized accommodations, please contact the City Clerk's office at 360-568-3115.

This organization is an Equal Opportunity Provider.

ACTION ITEM 5a

Date: December 13, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Adoption of Resolution 1355 to Set a Special Election for the Position of Mayor under a Mayor-Council Form of Government**

SUMMARY: The purpose of this agenda item is for the City Council to review and potentially approve the election process for a new position of Mayor. Resolution 1355 (attached) would set February 14, 2017 as a Special Election date for election of a Mayor. To be timely in notifying the County of the need for the election of a Mayor for the City of Snohomish on the February 14 Special Election date, this resolution must be adopted prior to December 16, 2016.

BACKGROUND: Proposition 2 asked voters to decide if they want to change the City's form of government from the current Council-Manager form to the Mayor-Council form. A recount of ballots was requested for Proposition 2, and Snohomish County officials informed the City the Monday, December 12 is the date the recount will be certified and final. Resolution 1355 was discussed by the Council at its December 5, 2016, meeting. The Council directed no changes to the ordinance at that time.

ANALYSIS: Washington state law (RCW 35A.02.050) establishes the process regarding the use of a Special Election to implement a ballot measure requiring a reorganization of a city's form of government. The next Special Election date available is February 14, 2017. The deadline for resolutions to be submitted to the County for ballot items on this election date is December 16, 2016. It appears that state law requires both a primary and runoff election for this position, regardless of how many candidates file for election. The February 14 election would be a primary election, from which the top two candidates (or, even a single candidate if only one files) would be selected based on their vote totals. A runoff election would be scheduled for the following Special Election date, which is April 25, 2017. As soon as the election of a Mayor is certified by the County Auditor's Office, that individual would take office as Mayor immediately and would serve a term of four-years, plus seven months officially post-dated to January 1, 2018.

BUDGETARY IMPACTS: The County's costs of holding special elections are shared among those agencies that have placed items on the ballot. The County Elections staff currently anticipates two other jurisdictions will have measures on the February 14 ballot. At this point, it appears that if the City of Snohomish places the election of Mayor on this ballot the estimated \$50,000 cost of this election would be shared by up to three jurisdictions. Staff has not yet been informed by the County what the City's specific costs would be for the February 14 election. No information is available at this time as to whether other jurisdictions would be sharing costs for the April 25 election. Staff proposes that the City also direct the County to include a Voter's Pamphlet with ballots sent to registered voters. Resolution 1355 has been revised to include this direction to the County. Costs to the City would be approximately \$500 for each election.

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STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council ADOPT Resolution 1355, if needed, to set February 14, 2017 as the Special Election for Mayor in the City of Snohomish.

ATTACHMENT: Resolution 1355

ACTION ITEM 5a

**CITY OF SNOHOMISH
Snohomish, Washington**

RESOLUTION NO. 1355

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON REQUESTING THE SNOHOMISH COUNTY AUDITOR TO SCHEDULE A SPECIAL ELECTION ON FEBRUARY 14, 2017 FOR THE PURPOSE OF HOLDING A PRIMARY ELECTION PURSUANT TO RCW 35A.02.050 TO NOMINATE CANDIDATES FOR THE CITY'S MAYORAL ELECTION, WHICH SHALL TAKE PLACE AT THE NEXT SUCCEEDING SPECIAL ELECTION ON APRIL 25, 2017.

WHEREAS, the City of Snohomish has operated under the council-manager plan of government set forth at Chapter 35A.13 RCW since 1971, and has operated under such plan for a duration that exceeds six consecutive years; and

WHEREAS, on November 29, 2016, the City was notified by the Snohomish County Auditor's office that the results of the election to abandon the City's current council-manager plan of government and to reorganize under the mayor-council plan of government were certified in favor of abandonment and reorganization; and

WHEREAS, RCW 35A.06.030 provides that if a city with a council-manager plan of government is reorganized with a mayor-council plan of government, the Mayor shall be elected as provided in RCW 35A.02.050; and

WHEREAS, RCW 35A.02.050 provides in relevant part that the first election of officers where required for reorganization under a different plan of government should be at a special election, and that such special election shall be preceded by a primary election; and

WHEREAS, RCW 35A.02.050 further provides that the persons nominated at that primary election shall be voted upon at the next succeeding special election; and

WHEREAS, pursuant to applicable state law, including without limitation RCW 35A.06.030, RCW 35A.02.050, and RCW 29A.04.330, the City Council must now order a primary election to select the nominees for the Mayor of the City of Snohomish to take place at an upcoming special election;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, AS FOLLOWS:

Section 1. Election Requested. The City Council hereby requests that the Snohomish County Auditor, as *ex officio* supervisor of elections, schedule a special election on February 14, 2017 for the purpose of holding a primary election to nominate candidates for the office of the Mayor of the City of Snohomish. Such nominees shall be voted upon at the next succeeding

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special election on April 25, 2017. The City Council further requests that the election be included in a Voters Pamphlet which will be mailed to qualified voters along with the ballot. The City will be responsible for the costs to Snohomish County associated with said Voter's Pamphlet.

Section 2. Delegation of Authority. The City Manager and City Attorney are hereby authorized to take any and all necessary and appropriate measures to effectuate the election requested in Section 1.

Section 3. Transmittal. A certified copy of this resolution shall be transmitted to the Snohomish County Elections Division.

Section 4. Effective Date. This resolution shall only take effect and be in full force upon passage by the City Council and upon final certification of the election results (including any and all recount of ballots) verifying the passage of Proposition 2.

PASSED by the City Council and **APPROVED** by the Mayor this 13th day of December, 2016.

By: _____
Karen Guzak, Mayor

ATTEST/AUTHENTICATE:

By: _____
Pat Adams, City Clerk

Approved As To Form:

Grant K. Weed, City Attorney

ACTION ITEM 5b

Date: December 13, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Establishing the Salary of Mayor by Adoption of Ordinance 2324**

SUMMARY: The purpose of this agenda item is for the City Council to Adopt Ordinance 2324 (Attachment A). Ordinance 2324 would establish the salary of Mayor under a Mayor-Council form of government. It is advisable to have the position and salary established by ordinance in order to ensure that potential candidates who may file for this position are aware of the salary in advance of the filing deadline and so that a filing fee may be calculated for those filing for election.

BACKGROUND: Proposition 2 asked voters to decide if they want to change the City's form of government from the current Council-Manager form to the Mayor-Council form. A recount of ballots for Proposition 2 has been requested, and Snohomish County officials informed the City that the vote will be certified and final on Monday, December 12, 2016.

ANALYSIS: The attached draft Ordinance 2324 would set the salary of the position of Mayor in the Snohomish Municipal Code. Council requested that staff produce salary studies to provide background concerning the potential salary of a separately elected position of Mayor. Staff has conducted this research by use of the 2016 Salary Data for Washington Cities and Towns produced by the Association of Washington Cities (see Attachment B). All salary data shown in the attachments reflect only base salaries for these positions. No additional benefit costs are included in these studies. The AWC study is the only comprehensive set of current salary data known to exist for comparing salaries statewide for city employees. Staff analyzed the AWC salary survey for Mayor and developed two different views of this data: 1) a statewide review (Attachment C) of all cities and towns reporting salary for a Mayor position (that is, only Mayor-Council forms of government); and 2) a more narrow review (Attachment D) of only Pierce, King and Snohomish (central Puget Sound) Counties cities reporting salary for a Mayor position. It is purely coincidental that both the statewide and three-county data resulted in the same median salary.

Costs: The City Council has wide latitude as to where to establish the salary of an elected Mayor. Considerations that may be important for the City Council in establishing this salary would be whether this would be envisioned as a full-time position and requiring a true full-time salary. Based only on the salary data, staff proposes in Ordinance 2324 to set salary for a new position of an elected Mayor at \$1,500 per month, or \$18,000 annually. The current Mayor salary is \$725 per month, or \$8,700 annually. However, if the election certifies that voters have approved Proposition 2, the current Mayor would continue to serve as a member of the City Council. Councilmembers receive a salary of \$513 per month, or \$6,156 annually (annual savings of \$2,544). Therefore, the new annualized budget cost of a Mayor salary as proposed in Ordinance 2324, subtracting the savings of a reduced salary for the existing Mayor, would be

ACTION ITEM 5b

\$15,456. This cost would not take into consideration any other budget, office and operating supplies, payroll taxes or the costs of any benefits if such were to be offered to the position by the City Council.

In both salary studies mentioned above, staff's analysis proposes to use median salary levels as comparables for establishing a salary for the Mayor position. This is consistent with how the City currently establishes salaries both for its employees and elected officials. However, there is somewhat limited value to considering the central Puget Sound labor market or any salary comparables as relevant for the position of Mayor as this position is not recruited from the labor market. As an elected position, there is no true competition in the labor market for recruitment.

BUDGETARY IMPACTS:

| Recommended Expenditure | Budget or Grant Sources for Expenditure | Fund Balance Impact if Approved | Budget Amendment Required |
|---|--|--|--|
| \$18,000 annually plus benefits (actual 2017 costs dependent on timing) | General and Utility Funds | Reduction by at least \$15,456; funds to be impacted based on cost allocations | \$15,456 or more, funds to be impacted based on cost allocations |

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council **ADOPT Ordinance 2324**, if needed, to establish the salary of Mayor for the City of Snohomish.

ATTACHMENTS:

- A. Ordinance 2324
- B. Association of Washington Cities 2016 Salary Data
- C. All Washington State Salary Data for Mayor
- D. Pierce, King and Snohomish Counties Salary Data for Mayor

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ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2324

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
AMENDING SNOHOMISH MUNICIPAL CODE CHAPTER 2.64
REGARDING COMPENSATION OF OFFICERS AND EMPLOYEES**

WHEREAS, Snohomish Municipal Code (SMC) Chapter 2.64 establishes a process for compensation of officers and employees; and

WHEREAS, pursuant to Chapter 35A.06 RCW the Electorate of the City voted in favor of Proposition 2 changing the plan of government from a manager-council form of government to a mayor-council form of government; and

WHEREAS, certain provisions of Chapter 2.64 SMC require amendment to be consistent with the change in plan of government,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SMC Chapter 2.64 regarding Compensation of Officers and Employees is hereby amended to read as follows:

Chapter 2.64

COMPENSATION OF OFFICERS AND EMPLOYEES

Sections:

- 2.64.010 Mayor – Salary
- 2.64.020 Councilmembers – Salary
- 2.64.030 City ~~Manager-Administrator~~ – Salary
- 2.64.040 City Officials – Salary
- 2.64.050 Effective Date of Increases
- 2.64.060 Expense Account

2.64.010 Mayor -- Salary. The salary of the position of mayor is fixed at ~~\$8,700~~ 18,000 per year, payable at ~~\$725~~ 1,500 per month. (Ord. 1754, 1994; Ord. 1828, 1997; Ord. 2041, 2003, Ord. 2278, 2014)

2.64.020 Councilmember -- Salary. The salary of each Councilmember is fixed at \$6,156 per year, payable at \$513 per month. (Ord. 1754, 1994; Ord. 1828, 1997; Ord. 2041, 2003, Ord. 2278, 2014)

2.64.030 City ~~Manager Administrator~~ – Salary. The salary of the City ~~Manager~~

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| Administrator shall be set forth by contract executed by the Mayor with the approval of the City Council. (Ord. 1754, 1994)

| **2.64.040 City Officials – Salary.** The salaries of the City Planning Director, Public Works Director, Finance Director, City Engineer, and City Clerk, ~~and City Treasurer~~ shall be in such amount as the City Manager Mayor will determine with the concurrence of the City Council. (Ord. 1754, 1994; Ord. 2233, 2012)

2.64.050 Effective Date of Increases. Sections 2.64.010 through 2.64.020 shall be effective as to increases of present salaries of each such office only following expiration of the present term of office. (Ord. 920, 1962; Ord. 1754, 1994; Ord. 2041, 2003, Ord. 2278, 2014)

| **2.64.060 Expense Account.** The ~~m~~Mayor and members of the City Council shall be reimbursed for actual expenses incurred in the discharge of their official duties upon presentation of a claim therefore, after allowance and approval thereof by resolution of the City Council. (Ord. 712, 1942; Ord. 1754, 1994)

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or circumstance be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such a decision or preemption shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other persons or circumstances.

Section 3. Effective Date. This ordinance shall be effective five days after adoption and publication by summary.

ADOPTED by the City Council and **APPROVED** by the Mayor this 13th day of December, 2016.

CITY OF SNOHOMISH

By _____
MAYOR KAREN GUZAK

ATTEST:

APPROVED AS TO FORM:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

ATTACHMENT B

2016 Salary Data - Cities and Towns

| JOB TITLE: Mayor and Councilmember | | JOB CODE: 100 and 110 |
|--|---|---|
| NOTE: The amount of compensation shown is set by ordinance. Some councilmembers may be given a lesser amount for their current terms of service. | | |
| Jurisdiction | Mayor's Compensation | Councilmembers' Compensation |
| Cities 50,000 and over | | |
| Auburn (77,060) | \$11,630/month | \$1200/month |
| Bellevue (139,400) | \$1950/month | \$1650/month |
| Burien (50,000) | \$750/month, plus \$600/month VEBA | \$600/month, plus \$600/month VEBA |
| Everett (108,300) | \$14,545/month | \$2292/month |
| Federal Way (93,670) | \$9635/month | \$1150/month |
| Kennewick (79,120) | \$1191/month | \$992/month |
| Kent (124,500) | \$11,788/month | \$1204/month |
| Kirkland (84,680) | \$1457/month | \$1144/month |
| Lakewood (58,800) | \$1400/month | \$1200/month |
| Marysville (64,940) | \$10,660/month | \$950/month |
| Olympia (51,600) | \$1664/month | \$1386/month |
| Pasco (70,560) | \$1300/month | \$1000/month |
| Redmond (60,560) | \$11,417/month | \$1000/month |
| Renton (101,300) | \$13,348/month | \$1250/month |
| Richland (53,410) | \$1373/month | \$1123/month |
| Sammamish (61,250) | \$950/month | \$850/month |
| Seattle (686,800) | \$15,869/month | \$10,280/month |
| Shoreline (54,990) | \$1250/month | \$1100/month |
| Spokane (214,500) | \$14,000/month | \$2600/month |
| Spokane Valley (94,160) | \$975/month | \$750/month |
| Tacoma (206,100) | \$8230/month | \$3732/month |
| Vancouver (173,500) | \$2300/month | \$1800/month |
| Yakima (93,410) | \$1375/month | \$1075/month |
| Cities 30,000 to 49,999 | | |
| Bothell (43,980) | \$1213/month | \$1011/month |
| Bremerton (40,500) | \$8917/month | \$1000/month |
| Des Moines (30,570) | \$350/meeting attended; maximum of 40 meetings/year | \$250/meeting attended; maximum 40 meetings/year |
| Edmonds (40,900) | \$9623/month | \$1000/month (includes 8 meetings/month) + \$707.51/monthly cafeteria benefit toward health insurance |
| Lacey (47,540) | \$1600/month | \$1375/month |
| Lake Stevens (30,900) | \$2000/month | \$500/month, \$75/meeting, maximum 4 meetings/month |
| Longview (37,230) | \$1500/month | \$900/month |
| Lynnwood (36,590) | \$8576/month | \$1650/month |
| Mount Vernon (33,730) | \$8040/month | \$600/month |
| Pullman (32,650) | \$1417/month | \$550/month |
| Puyallup (39,850) | \$1367/month | \$1170/month |
| University Place (32,230) | \$1688/month | \$1408/month |

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| Walla Walla (33,340) | \$500/month | \$400/month |
| Wenatchee (33,510) | \$6737/month | \$665/month |
| Cities 15,000 to 29,999 | | |
| Aberdeen (16,780) | \$1031/month | \$394/month |
| Anacortes (16,580) | \$7803/month | \$1200/month |
| Arlington (18,620) | \$1500/month + \$500/local meetings, \$75/regional meetings (up to 20/month) | \$150/council meeting/workshop, + \$500/local meetings, \$75/regional meetings (up to 8/month) |
| Bainbridge Island (23,760) | \$1250/month | \$1000/month |
| Battle Ground (19,640) | \$550/month | \$400/month |
| Bonney Lake (20,000) | \$2100/month | \$850/month |
| Camas (21,810) | \$2200/month | \$750/month |
| Centralia (16,820) | \$400/month | \$200/month |
| Covington (18,750) | \$830/month | \$630/month |
| Ellensburg (19,310) | \$500/month | \$250/month |
| Kenmore (22,320) | \$900/month | \$800/month |
| Maple Valley (24,790) | \$825/month | \$550/month |
| Mercer Island (23,660) | \$400/month | \$200/month |
| Mill Creek (19,900) | \$700/month | \$500/month |
| Monroe (18,120) | \$3600/month | \$800/month |
| Moses Lake (22,250) | \$1000/month, \$30/meeting | \$500 month, \$30/meeting |
| Mountlake Terrace (21,090) | \$1000/month | \$800/month |
| Mukilteo (21,070) | \$5900/month | \$500/month |
| Oak Harbor (22,410) | \$4222/month | \$605/month |
| Port Angeles (19,270) | \$600/month | \$650/month |
| SeaTac (27,810) | \$1200/month | \$1000/month |
| Tukwila (19,540) | \$8572/month | \$1250/month |
| Turnwater (23,040) | \$1560/month | \$734/month |
| Washougal (15,560) | \$2100/month | \$525/month |
| Cities 7,500 to 14,999 | | |
| Airway Heights (8,425) | \$1200/month | \$750/month |
| Burlington (8,675) | \$4413/month | \$800/month |
| Cheney (11,650) | \$1500/month | \$450/month |
| College Place (9,245) | \$850/month | \$375/month |
| DuPort (9,330) | \$1300/month | \$375/month |
| East Wenatchee (13,500) | \$5018/month | \$600/month |
| Edgewood (9,735) | \$1300/month | \$500/month |
| Enumclaw (11,410) | \$1000/month | \$325/month |
| Ephrata (8,020) | \$500/month | \$200/month |
| Ferndale (13,250) | \$2619/month | \$572/month |
| File (9,910) | \$800/month | \$650/month |
| Gig Harbor (9,065) | \$1500/month | \$600/month |
| Grandview (11,160) | \$540/month | \$300/month |
| Hoquiam (8,580) | \$840/month | \$260/month |

ACTION ITEM 5b

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| Walla Walla (33,340) | \$500/month | \$400/month |
| Wenatchee (33,510) | \$6737/month | \$665/month |
| Cities 15,000 to 29,999 | | |
| Aberdeen (16,780) | \$1091/month | \$394/month |
| Anacortes (16,580) | \$7803/month | \$1200/month |
| Arlington (18,620) | \$1500/month + \$50/local meetings, \$75/ regional meetings (up to 20/month) | \$150/council meeting/workshop, + \$500/local meetings, \$75/regional meetings (up to 8/month) |
| Bainbridge Island (23,760) | \$1250/month | \$1000/month |
| Battle Ground (19,640) | \$550/month | \$400/month |
| Bonney Lake (20,000) | \$2100/month | \$850/month |
| Camas (21,810) | \$2200/month | \$750/month |
| Centralia (16,820) | \$400/month | \$200/month |
| Covington (18,750) | \$830/month | \$630/month |
| Ellensburg (19,310) | \$500/month | \$250/month |
| Kenmore (22,320) | \$900/month | \$800/month |
| Maple Valley (24,790) | \$825/month | \$550/month |
| Mercer Island (23,660) | \$400/month | \$200/month |
| Mill Creek (19,900) | \$700/month | \$500/month |
| Monroe (18,120) | \$3600/month | \$800/month |
| Moses Lake (22,250) | \$1000/month, \$30/meeting | \$500 month, \$30/meeting |
| Mountlake Terrace (21,090) | \$1000/month | \$800/month |
| Mukitico (21,070) | \$5900/month | \$500/month |
| Oak Harbor (22,410) | \$4222/month | \$605/month |
| Port Angeles (19,270) | \$600/month | \$550/month |
| SeaTac (27,810) | \$1200/month | \$1000/month |
| Tukwila (19,540) | \$8572/month | \$1250/month |
| Tumwater (23,040) | \$1560/month | \$734/month |
| Washougal (15,560) | \$2100/month | \$525/month |
| Cities 7,500 to 14,999 | | |
| Airway Heights (8,425) | \$1200/month | \$750/month |
| Burlington (8,675) | \$4413/month | \$800/month |
| Cheney (11,650) | \$1500/month | \$450/month |
| College Place (9,245) | \$850/month | \$375/month |
| DuPont (9,330) | \$1300/month | \$375/month |
| East Wenatchee (13,500) | \$5018/month | \$600/month |
| Edgewood (9,735) | \$1300/month | \$500/month |
| Enumclaw (11,410) | \$1000/month | \$325/month |
| Ephrata (8,020) | \$500/month | \$200/month |
| Ferrdale (13,250) | \$2619/month | \$572/month |
| Fife (9,910) | \$800/month | \$650/month |
| Gig Harbor (9,065) | \$1500/month | \$600/month |
| Grandview (11,160) | \$540/month | \$300/month |
| Hoquiam (8,580) | \$840/month | \$260/month |

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| Kelso (11,970) | \$800/month | \$400/month |
| Lake Forest Park (12,940) | \$3000/month | \$600/month |
| Liberty Lake (9,325) | \$1250/month | \$400/month |
| Lynden (13,380) | \$2500/month | \$600/month |
| Milton (7,695) | \$1500/month | \$400/month |
| Newcastle (11,090) | \$600/month | \$500/month |
| Orting (7,535) | \$1000/month | \$300/month |
| Othello (7,875) | \$775/month | \$325/month |
| Port Orchard (13,810) | \$5617/month | \$500/meeting |
| Port Townsend (9,485) | \$750/month | \$500/month |
| Poulsbo (10,210) | \$6101/month | \$750/month |
| Sedro-Woolley (11,030) | \$2191/month | \$500/month |
| Selah (7,530) | \$620/month | \$325/month |
| Shelton (10,070) | \$1300/month, \$70/meeting, maximum \$25,400/year | |
| Shonomish (9,625) | \$725/month | \$513/month |
| Snoqualmie (13,110) | \$2500/month | \$500/month |
| Sumner (9,705) | \$1800/month | \$750/month |
| Toppenish (9,050) | \$450/month | \$400/month |
| West Richland (14,340) | \$550/month | \$350/month |
| Woodinville (11,570) | \$700/month | \$600/month |
| Yelm (8,480) | \$2500/month | \$600/month |
| Cities 2,500 to 7,499 | | |
| Algona (3,175) | \$2000/month | \$250/month |
| Benton City (3,325) | \$800/month | \$75/meeting |
| Blaine (4,930) | \$250/meeting, maximum \$500/month | \$150/meeting, maximum \$300/month |
| Brier (6,555) | \$1000/month, \$50/meeting, plus paid medical or equivalent dollar amount | \$200/month, \$50/meeting |
| Buckley (4,550) | \$500/month | \$250/month |
| Cashmere (3,040) | \$600/month | \$100/month |
| Chehalis (7,460) | \$150/month | \$100/month |
| Chelan (4,115) | \$1572/month plus \$25/meeting up to 3 meetings/month | \$400/month plus \$50/meeting up to 3 meetings/month |
| Chewelah (2,650) | \$658/month | \$100/month |
| Clarkston (7,260) | \$600/month | \$250/month |
| Clyde Hill (3,060) | \$100/month, \$100/meeting | \$50/meeting |
| Cofax (2,795) | \$600/month | \$75/meeting |
| Colville (4,730) | \$1000/month | \$50/meeting |
| Connell (5,365) | \$600/month | \$175/month |
| Dayton (2,545) | \$1000/month | \$150/month |
| Deer Park (4,005) | \$1000/month | \$200/month |
| Duvall (7,425) | \$1500/month | \$500/month |
| Eatonville (2,925) | \$1402/month | \$75/meeting |
| Elma (3,145) | \$500/month | \$250/month |
| Everson (2,600) | \$500/month plus medical/dental/vision for full family | \$150/month |
| Fircrest (6,625) | \$121/month, \$150/regular meeting, \$50/special meeting | \$121/month, \$100/regular meeting, \$50/special meeting |

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| | | |
|------------------------------|---|---|
| Forks (3,580) | No compensation | No compensation |
| Gondendale (3,435) | \$100/month | \$50/meeting, maximum \$100/month |
| Granger (3,880) | \$650/month | \$40/meeting, no maximum |
| Granite Falls (3,395) | \$100/month | \$100/month |
| Kalama (2,540) | \$700/month | \$100/meeting, \$200/month maximum |
| La Center (3,140) | \$525/month plus \$60/meeting | \$175/month plus \$60/meeting |
| Mattawa (4,625) | \$1000/month | \$62.50/meeting |
| Medical Lake (4,945) | \$1000/month | \$250/month |
| Medina (3,165) | No compensation | No compensation |
| Montesano (4,105) | \$550/month | \$200/month |
| Moxee (3,955) | \$600/month | \$250/month |
| Normandy Park (6,540) | No compensation | No compensation |
| North Bend (6,570) | \$2000/month | \$400/month |
| Ocean Shores (5,955) | \$4000/month | \$350/month |
| Okanogan (2,595) | \$750/month | \$125/month |
| Omak (4,925) | \$1300/month | \$200/meeting |
| Pacific (6,890) | \$750/month | \$200/month |
| Prosser (5,940) | \$6000/year | \$250/month |
| Quincy (7,345) | \$1220/month | \$480/month |
| Raymond (2,900) | \$371/month | \$247/month |
| Ridgefield (6,870) | \$750/month | \$375/month |
| Sequim (7,075) | \$410/month | \$25/four |
| Stanwood (6,635) | \$1200/month | \$325/month |
| Stellacoom (6,170) | \$750/month | \$300/month |
| Sultan (4,860) | \$1000/month plus \$100 for extra meetings, maximum of \$1300/month | \$300/month plus \$50 for extra meetings - maximum of \$450/month |
| Union Gap (6,200) | \$600/month | \$600/month |
| Wapato (5,040) | \$833/month | \$50/meeting, maximum \$150/month |
| Warden (2,720) | \$500/month | \$50/meeting |
| Woodland (5,925) | \$800/month | \$150/month, \$25/meeting, maximum \$250/month |
| Zillah (3,145) | \$1000/month | \$60/meeting |
| Cities 1,500 to 2,499 | | |
| Brewster (2,395) | \$773/month | \$45/meeting |
| Bridgeport (2,480) | \$750/month | \$40/meeting |
| Carnation (1,850) | \$400/month | \$200/month |
| Cle Elum (1,870) | \$750/month | \$250/month |
| Cosmopolis (1,650) | \$500/month | \$150/month |
| Coupeville (1,905) | \$3000/month | No compensation |
| Davenport (1,690) | \$625/month | \$40/meeting |
| Friday Harbor (2,250) | \$1000/month | \$400/month plus \$50/meeting, max 3 meetings/month |
| Gold Bar (2,125) | \$300/month | \$100/month |
| Kettle Falls (1,615) | \$600/month | \$50/meeting plus \$10/council committee meeting |
| Leavenworth (1,990) | \$1500/month | \$500/month |
| Mabton (2,315) | \$500/month | \$40/meeting |

ACTION ITEM 5b

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|--------------------------|--------------------------------------|--|
| Palouse (1,040) | \$250/month | \$60/month |
| Patros (560) | \$1000/month | \$100/month |
| Pe Ell (640) | \$200/month | \$50/month |
| Pomeroy (1,395) | \$300/month | \$125/month |
| Reardan (575) | No compensation | No compensation |
| Rock Island (965) | \$500/month, \$65/additional meeting | \$50/meeting |
| Rosalia (560) | \$600/month | \$200/month |
| Roslyn (890) | No compensation | \$30/meeting, \$60/month maximum (attendance not required for pay) |
| Roy (805) | \$400/month | \$25/meeting, maximum 2 meetings/month |
| Ruston (935) | \$1000/month | \$30/month |
| South Cle Elum (530) | \$175/month | \$125/month |
| St. John (505) | No compensation | No compensation |
| Tekoa (780) | \$100/month | \$40/month |
| Tieton (1,285) | \$1000/month | \$25/meeting |
| Toledo (720) | \$50/meeting, maximum \$100/month | \$25/meeting, maximum \$50/month |
| Tonasket (1,110) | \$450/month | \$50/meeting, maximum \$150/month |
| Twisp (950) | \$2000/month | \$30/regular meeting, \$20/special, capped at \$100/month |
| Vader (515) | No compensation | No compensation |
| Waitsburg (1,230) | \$100/month | \$10/meeting, maximum 2 meetings/month |
| Waterville (1,165) | \$800/month | \$35/meeting |
| Wilbur (880) | \$500/month | \$20/meeting, maximum \$40/month |
| Winlock (1,340) | \$750/month | \$50/meeting |
| Woodway (1,335) | No compensation | No compensation |
| Cities under 500 | | |
| Almira (275) | \$100/month | \$25/meeting |
| Beaux Arts Village (300) | No compensation | No compensation |
| Calhoun (490) | \$250/month | \$50/month |
| Colton (425) | \$2000/year | \$750/year |
| Conconully (230) | \$100/month | No compensation |
| Creston (225) | No compensation | No compensation |
| Cusick (200) | \$200/month | \$140/month |
| Elmer City (290) | No compensation | No compensation |
| Endicott (295) | \$50/meeting | \$15/meeting |
| Farmington (155) | No compensation | No compensation |
| Hamilton (305) | \$600/month | \$75/month |
| Harrington (415) | \$214/month | No compensation |
| Hartline (155) | \$15/meeting | \$15/meeting |
| Hatton (110) | \$100/month | \$20/meeting |
| Hunts Point (415) | No compensation | No compensation |
| Index (165) | No compensation | No compensation |
| Ione (440) | \$47.25/meeting, two meetings/month | \$47.25/meeting, two meetings/month |
| Kahlotus (185) | \$200/month | No compensation |
| LaCrosse (315) | \$100/month | \$20/meeting |

ACTION ITEM 5b

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|----------------------|--|---|
| Lamont (80) | No compensation | No compensation |
| Latah (195) | \$100/month | \$35/meeting |
| Lyman (450) | \$100/meeting | \$25/meeting |
| Malden (200) | No compensation | No compensation |
| Mansfield (330) | \$150/month | \$30/meeting attended |
| Marcus (175) | \$100/month | \$0.50/meeting |
| Mesa (495) | \$200/month | \$50/meeting, maximum \$100/month |
| Metaline (180) | \$50/meeting | \$20/meeting |
| Metaline Falls (235) | \$75/meeting | \$25/meeting |
| Nespelem (245) | No compensation | No compensation |
| Northport (295) | \$100/month | \$5/meeting |
| Oakesdale (425) | \$525/quarter | \$180/quarter |
| Prescott (325) | \$150/quarter | \$60/quarter |
| Riverside (285) | No compensation | No compensation |
| Rockford (470) | No compensation | No compensation |
| Skykomish (200) | \$500/month | No compensation |
| South Prairie (435) | \$100/month + \$50/council meeting + \$25/non-council meetings | \$50/council meeting + \$25/non-council meetings |
| Spangle (275) | \$50/meeting | \$25/meeting |
| Sprague (440) | \$150/month | \$75/month |
| Springdale (293) | No compensation | No compensation |
| Uniontown (335) | \$75/meeting | \$20/meeting if elected, \$10/meeting if appointed |
| Washburn (210) | \$3600/year | \$240/year |
| Waverly (108) | \$780/year | \$450/year |
| Wilkeson (490) | \$50/meeting | \$10/meeting |
| Wilson Creek (205) | \$75/month | \$25/month |
| Winthrop (430) | \$1000/month | \$65/meeting, \$65/special meeting, maximum \$260/month |

ACTION ITEM 5b

ATTACHMENT C

Association of Washington Cities 2016 Salary Data—Cities and Towns: Mayor Salary

Median Monthly Salary—All Washington State Mayor-Council Cities and Towns, Population Range: 7,500-14,999

| City or Town | Monthly Salary | Other Compensation |
|---------------------------|-------------------------------|--|
| Ephrata (8,020) | 500 | |
| West Richland (14,340) | 550 | |
| Selah (7,530) | 620 | |
| Othello (7,875) | 775 | |
| Hoquiam (8,580) | 840 | |
| College Place (9,245) | 850 | |
| Enumclaw (11,410) | 1000 | |
| Orting (7,535) | 1000 | |
| Liberty Lake (9,325) | 1250 | |
| Edgewood (9,735) | 1300 | |
| DuPont (9,330) | 1300 | |
| Cheney (11,650) | 1500 | |
| Grandview (11,160) | 1500 | |
| Gig Harbor (9,065) | 1500 | |
| Milton (7,695) | 1500 | |
| Sumner (9,705) | 1800 | |
| Shelton (10,070) | *2,117 | *1300/mo. plus \$70/meeting, max. \$25,400/yr./12=\$2117 |
| Sedro-Woolley (11,030) | 2191 | |
| Lynden (13,380) | 2500 | |
| Snoqualmie (13,110) | 2500 | |
| Yelm (8,480) | 2500 | |
| Ferndale (13,250) | 2619 | |
| Lake Forest Park (12,940) | 3000 | |
| Burlington (8,675) | 4413 | |
| East Wenatchee (13,500) | 5018 | |
| Port Orchard (13,810) | 5617 | |
| Poulsbo (10,210) | 6101 | |
| MEDIAN SALARY | 1500 (18,000 annually) | |

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ATTACHMENT D

Association of Washington Cities 2016 Salary Data—Cities and Towns: Mayor Salary

Median Monthly Salary—Pierce, King and Snohomish Counties Mayor-Council Cities and Towns, Population Range: 7,500-14,999

| City or Town | Monthly Salary | Other Compensation |
|---------------------------|-------------------------------|--------------------|
| Enumclaw (11,410) | 1000 | |
| DuPont (9,330) | 1300 | |
| Edgewood (9,735) | 1300 | |
| Gig Harbor (9,065) | 1500 | |
| Sumner (9,705) | 1800 | |
| Snoqualmie (13,110) | 2500 | |
| Lake Forest Park (12,940) | 3000 | |
| MEDIAN SALARY | 1500 (18,000 annually) | |

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ACTION ITEM 5c

Date: December 13, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Establishing the Position of City Administrator by Adoption of Ordinance 2323 and Review of Salary Studies**

SUMMARY: The purpose of this agenda item is for the City Council to consider adoption of Ordinance 2323 (Attachment A). Ordinance 2323 would establish the position of City Administrator under a Mayor-Council form of government. However, whether the City's current Council-Manager form of government will be changed to a Mayor-Council form of government by the voters' decision regarding Proposition 2 was unknown at the time that this agenda item was prepared. As the County Auditor's Office was continuing to recount votes for Proposition 2 on the November 8 ballot, the timeliness of adopting Ordinance 2323 to establish the position of City Administrator was not clear. Also included in this staff report is the City Council requested review of salary data for the position. However, staff recommends that no action be taken at this time to establish the City Administrator salary level.

BACKGROUND: Proposition 2 asked voters to decide if they want to change the City's form of government from the current Council-Manager form to the Mayor-Council form. A recount of ballots for Proposition 2 has been requested, and Snohomish County officials informed the City that the vote will be certified and final on Monday, December 12, 2016.

ANALYSIS: The attached draft Ordinance 2323 would establish the position of City Administrator in the Snohomish Municipal Code. The proposed Ordinance follows state codes in defining authorities and duties of the position.

Council has requested that staff provide salary data concerning the potential salary of a City Administrator. Staff recommends that no action be taken on salary now as this action is not timely or necessary. Staff conducted salary research by use of the 2016 Salary Data for Washington Cities and Towns produced by the Association of Washington Cities (see Attachment B). All salary data shown in the attachments reflect only base salaries for the positions. No additional benefit costs are included in these studies. The AWC study is the only comprehensive set of current salary data known to exist for comparing salaries statewide for city employees. Staff analyzed the AWC salary survey for City Administrator and developed two different views of this data: 1) a statewide review (Attachment C) of all cities and towns reporting salary for a City Administrator position (that is, only Mayor-Council forms of government); and 2) a more narrow review (Attachment D) of only Pierce, King and Snohomish (central Puget Sound) Counties cities reporting salary for a City Administrator position.

In both salary studies mentioned above, staff's analysis shows use of median salary levels to establish a comparable salary for the City Administrator position. This is consistent with how the City currently establishes salaries for its employees and elected officials. The purpose of

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proposing use of salary data from only the central Puget Sound counties is to enable a more competitive recruitment. The choice about whether to use the statewide or central Puget Sound cities and towns salary data—or some other basis to set salary—is one that may be recommended in the future to Council by a separately elected Mayor, if one is elected.

Council could consider the central Puget Sound as the appropriate labor market for recruitment of a City Administrator since the cost of living for housing is higher in Pierce, King and Snohomish Counties than it is in most other parts of the state. However using these three counties for comparable salaries would result in a higher annual median salary amount of \$152,808. The statewide comparables data would result in a lower annual median salary amount of \$125,724. In either case, benefits and other budget costs for the City Administrator position would presumably be similar to those of the existing City Manager position. The City Administrator would be selected by and supervised by the Mayor, who would negotiate an employment agreement, including salary and benefits. The Mayor would also have authority to terminate the City Administrator's employment. The City Administrator's employment agreement as well as any new budget funding would need to be approved by the City Council.

BUDGETARY IMPACTS: Budget impacts are dependent on what future employment agreement the City Council may approve for the City Administrator. Also to be considered are the potential actions of a new Mayor, who would have the choice whether or not to recruit and appoint a City Administrator and if so what salary would be proposed and when that appointment would be made. These decisions would affect actual 2017 budgetary impacts under a change to a Mayor-Council form of government.

STRATEGIC PLAN REFERENCE: Not applicable.

RECOMMENDATION: That the City Council **ADOPT Ordinance 2323, if needed, to establish the position of City Administrator for the City of Snohomish.**

ATTACHMENTS:

- A. Ordinance 2323
- B. Association of Washington Cities 2016 Salary Data
- C. All Washington State Salary Data for City Administrator
- D. Pierce, King and Snohomish Counties Salary Data for City Administrator

ATTACHMENT A

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2323

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
CREATING A NEW CHAPTER SMC 2.37 ESTABLISHING THE
POSITION OF CITY ADMINISTRATOR; PROVIDING FOR
SEVERABILITY AND EFFECTIVE DATE**

WHEREAS, the voters of the City of Snohomish recently voted to abandon the City's current council-manager form of government and reorganize under a mayor-council form of government; and

WHEREAS, the election results favoring reorganization were certified on November 29, 2016.

WHEREAS, the City Council has deemed it to be in the public interest to establish the position of City Administrator to support the elected mayor;

WHEREAS, RCW 35A.12.100 and RCW 35A.12.020 provides authority to establish the position of City Administrator in a mayor –council form of government;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SMC Chapter 2.37 entitled "City Administrator" is hereby created to read as follows:

Sections:

**2.37.010 Office Created
2.37.020 Scope of Authority
2.37.030 Powers and Duties**

2.37.010 Office Created.

There is created the office of City Administrator, which office shall be filled by appointment by the Mayor, subject to confirmation by the City Council. The City Administrator shall serve at the pleasure of the Mayor pursuant to an employment contract proposed by the Mayor and approved by the City Council.

2.37.020 Scope of authority.

Under the direction and authority of the Mayor, the City Administrator shall supervise, administer and coordinate the activities and functions of all City officers, departments, commissions and boards to implement City ordinances and policies through the effective use of City employees, funds, grants, materials, facilities and time, and shall control the overall operations of the City to ensure optimum service to the community.

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2.37.030 Powers and Duties.

Under the direction and authority of the Mayor, the City Administrator shall have the following powers and duties:

- (1) Plan and direct all administrative activities of the City, develop and implement internal policies and procedures, evaluate City employees, and take necessary actions to improve operations;
- (2) Provide information and advice to the Mayor, City Council, other public officials and the general public regarding City operations;
- (3) Act as the City representative in such areas as labor relations, intergovernmental relations, conferences, conventions and seminars related to public management;
- (4) Delegate responsibility as necessary to accomplish the desired objectives;
- (5) Attend meetings of the City Council, and other boards and commissions as necessary to coordinate and satisfy the administrative needs of the City;
- (6) Act to resolve operational conflicts, decide and implement alternate courses of action, formulate administrative policies and otherwise make decisions in the best interest of the City's operation; and
- (7) Coordinate and supervise the preparation of the preliminary budget for submittal to the Mayor, and administer the entire budget after its adoption.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or circumstance be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such a decision or preemption shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other persons or circumstances.

Section 3. Effective Date. This ordinance shall be effective five days after adoption and publication by summary.

ADOPTED by the City Council and **APPROVED** by the Mayor this 13th day of December, 2016.

CITY OF SNOHOMISH

By _____
MAYOR KAREN GUZAK

ATTEST:

APPROVED AS TO FORM:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

ATTACHMENT B

2016 Salary Data - Cities and Towns

| JOB TITLE: City Manager/Administrator | | | | | | | | | | JOB CODE: 105 | |
|---|------------------------------|---------------------|--------|--|--------|------|-------------|------------|---------------------|---------------|-----------|
| Summary Job Description: Appointed city manager, city or town administrator, supervisor, or chief administrative officer. Directs the administration of city government. Provides leadership in the development of long- and short-term goals, including the city budget. Makes recommendations to the city council for action. Typically requires degree in public administration; master's degree is often preferred. | | | | | | | | | | | |
| Jurisdiction | Local Title | Formal Salary Range | | | Flat | Rate | Not Settled | Hours/Week | Number of Employees | Union Status | Job Match |
| | | Low | High | | | | | | | | |
| Cities 50,000 and over | | | | | | | | | | | |
| Bellevue (139,400) | City Manager | | | | 19,311 | | | 40 | 1 | | |
| Burien (50,000) | City Manager | | | | 12,917 | | | 40 | 1 | | |
| Kennewick (79,120) | City Manager | 10,448 | 14,628 | | | | | 40 | 1 | | |
| Kent (124,500) | Chief Administrative Officer | 10,436 | 14,609 | | | | | 40 | 1 | | |
| Kirkland (84,680) | City Manager | | | | 15,850 | | | 40 | 1 | | |
| Lakewood (68,800) | City Manager | | | | 14,408 | | | 40 | 1 | | |
| Marysville (64,940) | Chief Administrative Officer | | | | 15,288 | | | 40 | 1 | | |
| Olympia (51,600) | City Manager | | | | 13,550 | | | 40 | 1 | | |
| Pasco (70,560) | City Manager | | | | 15,565 | | | 40 | 1 | | |
| Renton (101,300) | Chief Administrative Officer | 12,092 | 14,725 | | | | | 40 | 1 | | |
| Richland (53,410) | City Manager | 9,882 | 14,823 | | | | | 40 | 1 | | |
| Sammamish (61,250) | City Manager | | | | 15,388 | | | 40 | 1 | | |
| Shoreline (64,990) | City Manager | | | | 14,970 | | | 40 | 1 | | |
| Spokane (214,500) | City Administrator | | | | 11,482 | | | 40 | 1 | | |
| Spokane Valley (94,160) | City Manager | 10,800 | 14,654 | | | | | 40 | 1 | | |
| Tacoma (206,100) | City Manager | 16,828 | 21,576 | | | | | 40 | 1 | | |
| Vancouver (173,500) | City Manager | | | | 17,500 | | NS | 40 | 1 | | |
| Yakima (93,410) | City Manager | | | | | | | 40 | 1 | | |
| Cities 50,000 and over - Average (Formal High/Flat Rate) | | | | | | | | | | | |
| | | | 15,367 | | | | | | | | |
| Cities 30,000 to 49,999 | | | | | | | | | | | |
| Bothell (43,980) | City Manager | | | | 15,672 | | | 40 | 0 | | |
| Des Moines (30,570) | City Manager | 11,632 | 14,139 | | | | | 40 | 1 | | |
| Lacey (47,540) | City Manager | | | | 12,495 | | | 40 | 1 | | |
| Lake Stevens (30,900) | City Administrator | 11,380 | 12,745 | | | | | 40 | 1 | | |
| Longview (37,230) | City Manager | 10,128 | 13,675 | | | | | 40 | 1 | | |
| Pullman (32,650) | City Supervisor | 9,109 | 11,072 | | | | | 40 | 1 | | |
| Puyallup (39,850) | City Manager | | | | 12,500 | | | 40 | 1 | | |
| University Place (32,230) | City Manager | | | | 12,927 | | | 40 | 1 | | |
| Walla Walla (33,340) | City Manager | | | | 12,846 | | | 40 | 1 | | |
| Cities 30,000 to 49,999 - Average (Formal High/Flat Rate) | | | | | | | | | | | |
| | | | 13,119 | | | | | | | | |
| Cities 15,000 to 29,999 | | | | | | | | | | | |
| Arlington (18,620) | City Administrator | | | | 12,910 | | | 40 | 1 | | |
| Bainbridge Island (23,760) | City Manager | | | | 14,167 | | | 40 | 1 | | |
| Battle Ground (19,640) | City Manager | 10,463 | 12,437 | | | | | 40 | 1 | | |

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|--|--|--------|---------------|----|---|
| Bonney Lake (20,000) | City Administrator | 10,780 | 13,342 | 40 | 1 |
| Camas (21,810) | City Administrator | 10,241 | 12,228 | 40 | 1 |
| Centralia (16,820) | City Manager | | 11,282 | 40 | 1 |
| Covington (18,750) | City Manager | 12,419 | 14,829 | 40 | 1 |
| Ellensburg (19,310) | City Manager | 9,428 | 12,571 | 40 | 1 |
| Kenmore (22,320) | City Manager | | 13,666 | 40 | 1 |
| Maple Valley (24,790) | City Manager | | 13,247 | 40 | 1 |
| Mercer Island (23,660) | City Manager | | 16,250 | 40 | 1 |
| Mill Creek (19,900) | City Manager | | 12,917 | 40 | 1 |
| Monroe (18,120) | City Administrator | 8,936 | 13,209 | 40 | 1 |
| Moses Lake (22,250) | City Manager | | 12,963 | 40 | 1 |
| Mounlake Terrace (21,090) | City Manager | | NS | 40 | 1 |
| Mukilteo (21,070) | Management Services Director | | 9,746 | 40 | 1 |
| Oak Harbor (22,410) | City Administrator | | 12,530 | 40 | 1 |
| Port Angeles (19,270) | City Manager | | 11,823 | 40 | 1 |
| Tukwila (19,540) | City Administrator | 10,666 | 13,869 | 40 | 1 |
| Turnwater (23,040) | City Administrator | 10,244 | 12,484 | 40 | 1 |
| Washougal (19,560) | City Administrator | 8,564 | 11,672 | 40 | 1 |
| Cities 15,000 to 29,999 - Average (Formal High/Flat Rate) | | | | | |
| | | | 12,907 | | |
| Cities 7,500 to 14,999 | | | | | |
| Airway Heights (8,425) | City Manager | 7,604 | 9,080 | 40 | 1 |
| Burlington (8,675) | City Administrator | 10,559 | 11,884 | 40 | 1 |
| Cheney (11,650) | City Administrator | 8,828 | 10,297 | 40 | 1 |
| College Place (9,245) | City Administrator | 9,311 | 10,477 | 40 | 1 |
| DuPont (9,330) | City Administrator | 8,358 | 10,168 | 40 | 1 |
| Edgewood (9,735) | City Administrator | | 10,343 | 40 | 0 |
| Enumclaw (11,410) | City Administrator | 7,750 | 12,326 | 40 | 1 |
| Ephrata (8,020) | City Administrator | | 9,315 | 40 | 1 |
| Ferdale (13,250) | City Administrator | | 12,126 | 40 | 1 |
| Fife (9,910) | City Manager | | 13,464 | 40 | 1 |
| Gig Harbor (9,065) | City Administrator | 10,312 | 12,890 | 40 | 1 |
| Grandview (11,160) | City Administrator/Public Works Director | 6,516 | 9,773 | 40 | 1 |
| Hoquiam (8,580) | City Administrator | 9,049 | 10,703 | 40 | 1 |
| Kelso (11,970) | City Manager | | 10,729 | 40 | 1 |
| Lake Forest Park (12,940) | City Administrator | | 12,869 | 40 | 1 |
| Liberty Lake (9,325) | City Administrator | 9,612 | 10,824 | 40 | 1 |
| Lynden (13,380) | City Administrator | 10,833 | 11,667 | 40 | 1 |
| Newcastle (11,090) | City Manager | | 12,000 | 40 | 1 |
| Orling (7,535) | City Administrator | | 8,212 | 40 | 1 |
| Othello (7,875) | City Administrator | | 10,208 | 40 | 1 |
| Port Townsend (9,485) | City Manager | 9,931 | 12,090 | 40 | 1 |
| Sedro-Woolley (11,030) | City Supervisor/Attorney | | 9,617 | 40 | 1 |
| Selah (7,530) | City Administrator | | 9,750 | 40 | 1 |

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|---|---|--------|--------------|----|---|
| Shelton (10,070) | City Administrator | 7,725 | 10,042 | 40 | 1 |
| Snohomish (9,625) | City Manager | | 11,904 | 40 | 1 |
| Snoqualmie (13,110) | City Administrator | | 14,013 | 40 | 1 |
| Sumner (9,705) | City Administrator | 10,153 | 12,734 | 40 | 1 |
| Toppenish (9,050) | City Manager | | 8,137 | 40 | 1 |
| Woodinville (11,570) | City Manager | | 12,500 | 40 | 1 |
| Yelm (8,480) | City Administrator | 8,667 | 10,417 | 40 | 1 |
| Cities 7,500 to 14,999 - Average (Formal High/Flat Rate) | | | | | |
| Cities 2,500 to 7,499 | | | | | |
| Algona (3,175) | City Administrator/Clerk Treasurer | 7,640 | 8,844 | 40 | 1 |
| Blaine (4,930) | City Manager | | 10,210 | 40 | 1 |
| Buckley (4,550) | City Administrator | 8,844 | 10,781 | 40 | 1 |
| Chehalis (7,460) | City Manager | | 10,833 | 40 | 1 |
| Chelan (4,115) | City Administrator | | 10,794 | 40 | 1 |
| Chewelah (2,850) | City Administrator | | 7,654 | 40 | 1 |
| Clyde Hill (3,060) | City Administrator | | 12,500 | 40 | 1 |
| Colfax (2,795) | City Administrator | 5,532 | 6,411 | 40 | 1 |
| Cornell (5,365) | City Administrator | 6,903 | 8,242 | 40 | 1 |
| Dayton (2,545) | City Manager/Administrator | 4,200 | 6,383 | 40 | 1 |
| Duval (7,425) | City Administrator | 10,160 | 11,442 | 40 | 1 |
| Fircrest (6,625) | City Manager | 7,326 | 9,350 | 40 | 1 |
| Goldendale (3,435) | City Administrator | 7,079 | 8,625 | 40 | 1 |
| Granite Falls (3,395) | City Manager/Public Works Director | 7,929 | 9,195 | 40 | 1 |
| Kalama (2,540) | City Administrator | | 7,071 | 40 | 1 |
| Medical Lake (4,945) | City Administrator | | 6,719 | 40 | 1 |
| Medina (3,165) | City Manager | 9,891 | 12,363 | 40 | 1 |
| Montesano (4,105) | City Administrator/Finance Director | 5,901 | 9,167 | 40 | 1 |
| Moxee (3,955) | City Supervisor/Public Works Supervisor | | 8,000 | 40 | 1 |
| Normandy Park (6,540) | City Manager | | 12,500 | 40 | 1 |
| North Bend (6,570) | City Administrator | 10,000 | 12,500 | 40 | 1 |
| Onak (4,925) | City Administrator | | 7,700 | 40 | 1 |
| Prosser (5,940) | City Administrator | | 7,917 | 40 | 1 |
| Quincy (7,345) | City Administrator | | 9,461 | 40 | 1 |
| Ridgefield (6,870) | City Manager | | 9,900 | 40 | 1 |
| Sequim (7,075) | City Manager | | 10,150 | 40 | 1 |
| Stanwood (6,635) | City Administrator | 9,437 | 10,622 | 40 | 1 |
| Stellacoom (6,170) | Town Administrator | 10,363 | 12,124 | 40 | 1 |
| Sultan (4,860) | City Administrator | 8,999 | 11,347 | 40 | 1 |
| Union Gap (6,200) | City Manager | | 8,272 | 40 | 1 |
| Warden (2,720) | City Administrator/Clerk-Treasurer | | 6,520 | 40 | 1 |
| Woodland (5,925) | City Administrator | 8,167 | 10,000 | 40 | 1 |
| Zillah (3,145) | City Administrator/City Clerk | | 6,900 | 40 | 1 |
| Cities 2,500 to 7,499 - Average (Formal High/Flat Rate) | | | | | |
| | | | 9,409 | | |

ACTION ITEM 5c

| | | | | | | |
|---|--|-------|---------------|--------|----|---|
| Cities 1,500 to 2,499 | | | | | | |
| Carnation (1,850) | City Manager | | | 8,167 | 40 | 1 |
| Cle Elum (1,870) | Administrator | 6,855 | 8,333 | | 40 | 1 |
| Davenport (1,690) | City Administrator | 4,597 | 7,072 | | 40 | 1 |
| Friday Harbor (2,250) | Town Administrator | | | 11,220 | 40 | 1 |
| Leavenworth (1,990) | City Administrator | | | 9,423 | 40 | 1 |
| Mabton (2,315) | City Administrator | | | 6,400 | 40 | 1 |
| Newport (2,150) | City Administrator | 5,350 | 8,118 | | 40 | 1 |
| Rainier (1,885) | City Administrator/City Clerk | | | 5,726 | 40 | 1 |
| South Bend (1,620) | City Supervisor/Building Inspector | | | 6,883 | 40 | 1 |
| Stevenson (1,540) | City Administrator | 5,924 | 7,795 | | 40 | 1 |
| White Salmon (2,440) | Public Works Director/City Administrator | 5,663 | 8,158 | | 40 | 1 |
| Cities 1,500 to 2,499 - Average (Fomal High/Fiat Rate) | | | | | | |
| | | | 7,936 | | | |
| Cities 500 to 1,499 | | | | | | |
| Bingen (735) | City Administrator | 4,234 | 6,442 | | 40 | 1 |
| La Conner (905) | Administrator | | | 7,702 | 40 | 1 |
| Long Beach (1,430) | City Administrator | | | 7,905 | 40 | 1 |
| Naches (845) | Administrator | | | 7,367 | 40 | 1 |
| Pateros (560) | City Administrator | | | 4,716 | 40 | 1 |
| Reardan (575) | Administrative Assistant | | | 3,750 | 40 | 1 |
| Waitsburg (1,230) | City Administrator/Clerk/Treasurer | | | 5,141 | 35 | 1 |
| Woodway (1,335) | Town Administrator | | | 5,584 | 20 | 1 |
| Cities 500 to 1,499 - Average (Fomal High/Fiat Rate) | | | | | | |
| | | | 6,146 | | | |
| Average All Jurisdictions (Fomal High/Fiat Rate) | | | | | | |
| | | | 11,093 | | | |

ACTION ITEM 5c

ATTACHMENT C

Association of Washington Cities 2016 Salary Data—Cities and Towns: City Administrator Salary Median Monthly Salary Analysis—All Washington State Mayor-Council Cities and Towns, Population Range: 7,500-14,999

| City or Town | Monthly Salary |
|------------------------------|---------------------------------|
| Orting (7,535) | 8212 |
| Enumclaw (11,410) | 9315 |
| Sedro-Woolley (11,030) | 9617 |
| Selah (7,530) | 9750 |
| Grandview (11,160) | 9773 |
| Shelton (10,070) | 10042 |
| DuPont (9,330) | 10168 |
| Othello (7,875) | 10208 |
| Cheney (11,650) | 10297 |
| East Wenatchee (13,500) | 10343 |
| Yelm (8,480) | 10417 |
| College Place (9,245) | 10477 |
| Hoquiam (8,580) | 10703 |
| Liberty Lake (9,325) | 10824 |
| Lynden (13,380) | 11667 |
| Burlington (8,675) | 11884 |
| Ephrata (8,020) | 12126 |
| Edgewood (9,735) | 12326 |
| Sumner (9,705) | 12734 |
| Lake Forest Park (12,940) | 12869 |
| Gig Harbor (9,065) | 12890 |
| Ferndale (13,250) | 13464 |
| Snoqualmie (13,110) | 14013 |
| MEDIAN SALARY | 10477 (125,724 annually) |

ACTION ITEM 5c

ATTACHMENT D

Association of Washington Cities 2016 Salary Data—Cities and Towns: City Administrator Salary

Median Monthly Salary Analysis— King, Pierce and Snohomish Counties Mayor-Council Cities and Towns

Population Range: 7,500-14,999

| City or Town | Monthly Salary |
|---------------------------|---------------------------------|
| DuPont (9,330) | 10168 |
| Edgewood (9,735) | 12326 |
| Enumclaw (11,410) | 12326 |
| Sumner (9,705) | 12734 |
| Lake Forest Park (12,940) | 12869 |
| Gig Harbor (9,065) | 12890 |
| Snoqualmie (13,110) | 14013 |
| MEDIAN SALARY | 12734 (152,808 annually) |